



# Justice Bulletin

## Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 5 South Last Chance Gulch, PO 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

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### **Request for Proposals (RFP)**

### **#12-06 (A) Juvenile Justice**

### **Juvenile Accountability Block Grant**

New applicants must register online at <http://www.mbcc.mt.gov/>  
and are encouraged to register immediately upon intent of application.

**Proposal Deadline: February 14, 2012**

**Project Dates: July 1, 2012 to June 30, 2013**

### **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals for projects that will address priorities established by Congress in the Juvenile Justice Accountability Block Grant (JABG) program. Approximately \$164,411 will be available, depending upon the availability of federal funds.

The goal of JABG is to reduce juvenile offending through accountability-based initiatives focused on both the offender and the juvenile justice system to promote greater accountability in the juvenile justice system. Long-term goals are established by the Office of Juvenile Justice Delinquency Prevention (OJJDP) to increase the percentage of youth processed using graduated sanctions and to reduce the number of program youth who re-offend.

The four-year term limit on these funds has been removed and will be reviewed annually. Continuation programs must submit applications annually and are not guaranteed funding. Award of continuation funding is dependent upon availability of federal funds and subgrantee performance; subgrantees must demonstrate programmatic progress. Continuation subgrantees will not be allowed to add new programs to a continuation grant request.

**Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.**

## II. Eligibility

Eligible applicants include units of local, county, State, and federally-recognized Tribal governments throughout the State of Montana.

**Private nonprofit agencies are not eligible to receive JABG funds.**

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in the Central Contractor Registration (CCR) database. To obtain a DUNS number online, go to <http://www.dnb.com/> or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS number is required as part of registration with CCR. To register with CCR, go to [www.ccr.gov](http://www.ccr.gov); call 1-888-606-8220 with any questions.

**Note: You must renew your CCR registration once a year. If an applicant fails to renew the CCR registration, the grant application may not be considered. A copy of the current, active CCR must be submitted with the application.**

## III. Application Deadline

Applications for RFP #12-06 (A) Juvenile Accountability Block Grant (JABG) must be submitted online on or before February 14, 2012. Failure to meet required deadlines and/or application requirements may result in denial of the application.

## IV. Registration

Register with the Online Subgrantee Application System (OSAS) at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) immediately to ensure meeting the February 14, 2012 application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

## V. How to Apply

Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then Online Application & Reporting, then Online Application. Log in; select File a New Application; select the 2012 JABG RFP 12-06. Complete the online application, and mail the signature page, position description (if applicable), MOU agreements (if applicable) and current letters of support. The Juvenile Crime Enforcement Coalition (JCEC) roster (Appendix A) may be attached in the online application or mailed.

*Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO*

Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

### **Assistance**

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff	Phone	Program Staff	Phone
Stacy Purdom	444-6678	Julie Fischer	444-2056
<a href="mailto:stpurdom@mt.gov">stpurdom@mt.gov</a>		<a href="mailto:jfischer2@mt.gov">jfischer2@mt.gov</a>	

### **Crime Data**

Agencies needing crime data to complete their applications can request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov) **at least five working days before the RFP deadline.**

### **Receipt Verification**

- All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

### **Late Applications**

- New project applications received past the due date will not be considered during the current cycle. Continuation project applications received past the due date require an appearance before the Grant Review/Performance Measures Committee of the Youth Justice Council to request consideration.

## **VI. Performance Measures**

### **Priority Projects**

The Governor's appointed Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the state of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities within the following Purpose Areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

#### **1. Purpose Area 10**

Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social service agencies to make more informed decisions regarding early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

#### **2. Purpose Area 12**

Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.

### 3. Purpose Area 14

Establishing and maintaining restorative justice programs.

### 4. Purpose Area 15

Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

If you submit a grant in a Purpose Area other than those listed above, your grant will still be considered, but priority will be given to the above Purpose Areas. Click on the link below to see all Purpose Areas:

<http://www.ojjdp.gov/jabg/purpose.html>

### Performance Measures

Each Purpose Area has corresponding performance measures for federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes. **Applicants must choose only one Purpose Area and the corresponding performance measures.** For a complete list of performance measures by purpose area, request the list from the MBCC JABG program manager or visit the following site:

<http://mbcc.mt.gov/Grants/Reporting/jabg/jagbreport.asp>.

- All bolded performance measures are mandatory and must be reported.
- Choose one additional performance measure that is not bolded for reporting purposes.

These measures will define the data the applicant must track for the grant; the applicant will be required to report the data to MBCC quarterly and to the DCTAT annually. The goals and objectives of the project should align with these performance measures.

## VII. Program-Specific Information

### Program Information

The JABG program is authorized under the Omnibus Crime Control and Safe Streets Act of 2002 (42 U.S.C. 3796ee et seq). As envisioned by Congress, the goal of the JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. The basic premise underlying the JABG program is that both the juvenile offender and the juvenile justice system must be held accountable. In implementing the program, OJJDP seeks to reduce juvenile offending through both offender-focused and system-focused activities that promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he/she is made aware of and held responsible for the loss, damage, or injury that the victim experiences. Such accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced

options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

### **Project Period**

The project period begins July 1, 2012, and concludes June 30, 2013.

### **Goals**

Goals should follow the JABG Purpose Area definitions and whenever possible contain model and best practice program approaches. Please click on the link below to view model and best practice programs:

<http://www.ojjdp.gov/mpg/>

### **Objectives and Deliverables**

The Online Subgrant Application System (OSAS) has a five-objective limit; objectives should be directly related to the performance measures. Objectives start with the word “To;” must state a date when a milestone will be reached; and be specific, measurable, achievable, realistic, and time-bound.

### **Cash or In-Kind Match**

A 10% hard cash match is required. Remember to identify the source of the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Projects must document the basis for determining the value of match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

<b>VIII. Application Requirements</b>
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All applications must include the following:

- Section 1. Face Page.** The face page is automatically generated in the online application system. The face page identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.
- Section 2. Project Budget.** Applicants must provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; and (2) is directly related to the development, implementation, or operations of the specific project.
- Section 3. Budget Narrative.** The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost calculations to demonstrate how the applicant arrived at the total amount requested; (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match.

**Section 4. Project Narrative.** The project narrative describes the applicant's approach in his/her community. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The project narrative must be written in a 12-point font, double-spaced, and must be kept to 24 pages or less.

#### **Required Components**

The Project Narrative will contain the following elements:

##### ***Executive Summary***

Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. Explain how the proposal is addressing the purpose area you identified. Priority will be given to programs that specifically and clearly address their proposed JABG purpose area. This section should be limited to 4 double-spaced, 12-point font pages.

##### ***Needs Statement***

Document the need and explain the problem. The needs statement should include current data (less than five years old) that justifies the grant request for the purpose area of JABG funds.

##### ***Goals***

Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. The project goals should adhere to the JABG purpose area and the performance measures tied to that purpose area.

##### ***Objectives***

Identify the specific milestones aimed at achieving the goal(s). Objectives start with the word "To;" must state a date when a milestone will be reached; and be specific, measurable, achievable, realistic, and time-bound. There is a five-objective limit in the Online Subgrantee Application System (OSAS); objectives should be directly related to the performance measures.

##### ***Implementation Plan***

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each

objective will be accomplished, projected costs, and resources needed. Attach letters of agreement and support if other agencies are involved.

**Evaluation** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures you outlined in your narrative.

***Future Funding/ Sustainability Plan***

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

**Section 5. Special Assurances and Conditions.** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

**Supplemental Application Materials (if applicable)**

**Position Description:** If grant monies are used to fund a position for the project, include a position description in the project narrative. Applicants are encouraged to insert Position Descriptions into the Project Narrative before the Project Narrative is uploaded to OSAS. However, Position Descriptions will be accepted by mail.

**\*Signature Page:** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. **The Project Director must be an employee of the applicant agency.**

**\*Verification of CCR Registration:** A copy of the current, active CCR must be submitted with the application. See Part II Eligibility.

**\*Current Letters of Support:** Mail current letters of support with original signatures from networking agencies to MBCC.

**JABG Juvenile Crime Enforcement Coalition (JCEC):** Pursuant to Federal guidelines of JABG, the applicant shall appoint a local JABG JCEC and provide MBCC with a list of the appointed JCEC members. Membership shall include representation from local law enforcement; local prosecutor's office; local juvenile court; local education agency; local probation office; local service agency;

nonprofit, nongovernmental victim advocacy organization; and a nonprofit, religious or community group. See Appendix A.

**\*Memoranda of Understanding (MOU):** If applicable, mail MOUs with original signatures to MBCC.

\*Mail copies postmarked no later than February 14, 2012, of the **position description(s), original signature page, verification of CCR registration, current letters of support, and signed MOU** to the following address:

MBCC  
5 South Last Chance Gulch  
PO Box 201408  
Helena, MT 59620-1408

## **IX. Special Requirements**

**All successful applicants for MBCC grant award funds must agree to the following condition(s):**

1. Applicants must disclose all other forms of federal or state funding that are used to support the project.
2. Submit quarterly narrative, DCTAT, Juvenile Justice Statistics data, and financial reports **in the prescribed format according to MBCC time frames.**
3. Minutes and attendance rosters for all JCEC meetings must be submitted with the MBCC quarterly reports.
4. Submit timely annual reports directly to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) using the Data Collection and Technical Assistance Tool (DCTAT). This requirement comes from OJJDP.

### **Crime Data Reporting**

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit an MOU, and MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; [jsteyee@mt.gov](mailto:jsteyee@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)).

### **Juvenile Court Assessment and Tracking System (JCATS)**

If the grant is for a juvenile probation office, the office must participate in JCATS, which manages data for juvenile probation and all data regarding offenses and the offender, including placements and services provided to youth.



### **Data Collection and Technical Assistant Tool (DCTAT)**

JABG grant recipients will be required to submit performance measure data (as outlined in Section VI Performance Measures) annually to the federal DCTAT website. All JABG subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be required to report DCTAT data to MBCC on a quarterly basis.

### **Federal Reporting Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

<b>X. Limitations and Fund Use</b>
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Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles, Title 2 CFR, Part 220 (OMB A-21); Title 2 CFR, Part 225 (OMB A-87); Title 2 CFR, Part 230 (OMB A-122); U.S. Department of Justice OJP Financial Guide (consultant rates); and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to [www.mt.gov/doa](http://www.mt.gov/doa), click on Resources, and click on State Travel Information for travel policy and hotel listings. Call for instructions regarding out-of-state travel.
7. Pre-agreement costs are not allowable.
8. Rental costs are limited to fair market value for similar facilities in your locality.

- Rental rates in excess of this amount will need special approval.
9. General salaries and personnel costs are allowable.
  10. Funds may not be expended or obligated prior to July 1, 2012.
  11. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
  12. Uniform allowances will not be permitted.
  13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.
  14. Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.
  15. As of October 21, 2011, food and beverage items are no longer allowable expenses, according to the Office of Justice Programs (OJP).

## **XI. Selection Criteria**

### **Awards**

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Grant Review/Performance Measures Committee of the Youth Justice Advisory Council (YJC) for their recommendations.

The Grant Review/Performance Measures Committee will review proposals during their May 2012 meeting and make recommendations to the YJC. Immediately following the review of the applications by the Grant Review/Performance Measures Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the YJC.

The YJC will review the Grant Review/Performance Measures Committee recommendations at the May 31, 2012 meeting and make recommendations to MBCC. At the June 2012 Board meeting, Board members will make final decisions.

### **Appeals**

If an application is recommended for denial by the Grant Review/Performance Measures Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following: (1) the Request for Proposal was inaccurate; (2) staff provided misinformation; or (3) staff failed to follow existing policies. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within 10 calendar days of notice of the Grant Review/Performance Measures Committee recommendation.

## **XII. Application Checklist**

### **Application Checklist**

Please refer to this checklist before submitting your online application or mailing the required additional documentation.

- |                          |  |                              |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | Face page  | Online                       |
| <input type="checkbox"/> | Project budget   | Online                       |
| <input type="checkbox"/> | Budget narrative   | Online                       |
| <input type="checkbox"/> | Project narrative  | Online                       |
| <input type="checkbox"/> | Special assurances and conditions                                | Online                       |
| <input type="checkbox"/> | Position description(s) (if applicable)                          | Online or Mail               |
| <input type="checkbox"/> | Signature page with original signatures                          | Online and Mail the original |
| <input type="checkbox"/> | Verification of DUNS Number and CCR Registration                 | Online                       |
| <input type="checkbox"/> | JABG Juvenile Crime Enforcement Coalition (JCEC)<br>(Appendix A) | Online or Mail               |
| <input type="checkbox"/> | Current Letters of Support with original signatures              | Mail                         |
| <input type="checkbox"/> | MOU agreement (if applicable)                                    | Mail                         |

**Mail the signature page, current letters of support, MOU agreements (if applicable), and position descriptions to the Montana Board of Crime Control at the following address:**

**Montana Board of Crime Control  
5 South Last Chance Gulch  
PO Box 201408  
Helena, MT 59620-1408**

APPENDIX A

**JUVENILE ACCOUNTABILITY BLOCK GRANT  
JUVENILE CRIME ENFORCEMENT COALITION (JCEC)  
MEMBERSHIP ROSTER (Required)**

<b>Representation</b>	<b>Name/Title</b>	<b>Contact Information</b>
Local law enforcement		
Local prosecutor's office		
Local juvenile court		
Local education agency		
Local probation office		
Local service agency		
Nonprofit organization		
Nongovernmental victim advocacy organization		
Nonprofit religious or community group		